



Senior Permit & License Clerk Code Enforcement

City of Miami Gardens, FL. (107,000)

Date Posted: 02/02/07

Deadline: 02/16/07, or until filled.

Salary: \$30,245 to \$37,806/DOQ

Nature of Work:

Performs a variety of skilled clerical, office support tasks, in a typical office setting, related to the function and department assigned, under general direction of the Code Enforcement Director and other supervisory staff and may receive technical and functional supervision from other administrative or professional personnel. Duties include oversight and administration of the city permitting/licensing and code enforcement process, customer service, telephone answering, typing, word processing, data entry, record keeping, filing, and front desk reception. Require the ability to perform difficult and complex administrative support work using independent judgment. Position works under continual public and interdepartmental contact with responsibility to meet strict deadlines. Perform other related duties as assigned. Work is reviewed through personal conferences and written reports.

Minimum Requirements:

High school diploma or general education degree (GED) required; Three (3) years of progressively responsible experience providing customer service; processing liens, code enforcement cases, civil penalties, issuing occupational license, certificates of use or related work; or any acceptable related combination of training and experience. Knowledge of personal computers, Microsoft Office Word, Microsoft Office Outlook and Access desired.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens
1515 NW 167th Street, Bldg. 5 - Suite 200
Miami Gardens, FL 33169
Fax: (305) 622-8265
www.miamigardens-fl.gov
EOE M/F/D/V; Drug-Free Workplace